SECRET
CLASSIFICATION

| REPORTS INVENTORY | CONTROL NO. |
|---|---|
| PREPARE IN DUPLICATE | DDP - 73 |

| 1. TITLE OF REPORT (if a fill-in report include Form No.) | 2. TYPE OF REPORT | | STATISTICAL |
|---|---|---|---|
| LIAISON VISITORS REPORT | | X | NARRATIVE |
| | | | MACHINE-NAME LISTING |

| 3. FUNCTIONAL AREA | PERSONNEL | TRAINING | ADMIN. GENERAL |
|---|---|---|---|
| | LOGISTICS | SECURITY | OTHER (specify) |
| | MEDICAL | FINANCE | Operational |

| 4. NO. OF COPIES PREPARED | 5. FREQUENCY (weekly, monthly, quarterly, etc.) | 6. DISTRIBUTION (No. of components not number of copies) |
|---|---|---|
| 10 | Semi-annually | 2 |

| 7. FORMAT (memorandum, form computer print-out, etc) | 8. ADP PROCESSING | | 9. DIRECTIVE AUTHORITY REQUIRING REPORT |
|---|---|---|---|
| Memo | YES | IF YES GIVE ADP PROCESSING NO. | FI Staff |
| | NO | | |

| 10. PREPARING COMPONENT (include lowest level contributing information to report) | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) |
|---|---|
| Operating Divisions | |

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED | = | COST PER YEAR |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| | | | | | | | | | |

### B. COSTS OF COMPUTER PRODUCED REPORTS

| | | | | | |
|---|---|---|---|---|---|
| | | | | | |

| TOTAL COSTS PER YEAR | $5,238.00 |
|---|---|

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

## 14. FUTURE GOALS

| GOAL PROPOSED BY COMPONENT FOR THIS REPORT | | ESTIMATED SAVINGS | |
|---|---|---|---|
| | | MAN-HOURS | DOLLARS |
| X RETAIN AS IS | OTHER (explain) | | |
| CHANGE | | | |
| DISCONTINUE | | | |

| 16. DATE OF INVENTORY | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION | 18. EXTENSION |
|---|---|---|
| October 1970 | | |

SECRET

(22-36-43)